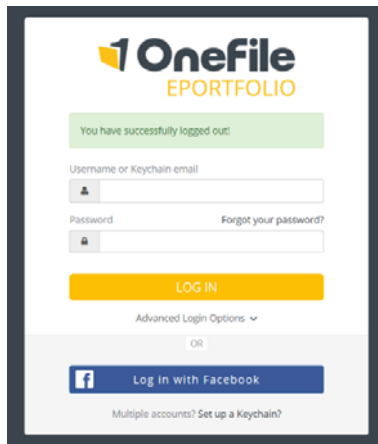


OneFile - Logging in and seeing Apprentice profiles



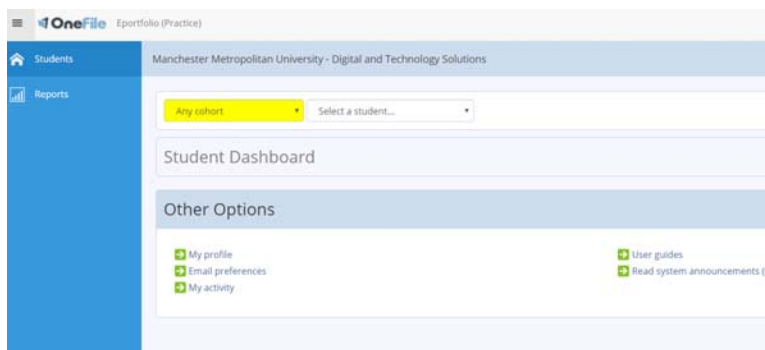
We will be using a system called OneFile to help apprentices with their e-Portfolios, and to allow you to track how they are getting on.

This document will give you some information on how to use this system. If you have any problems with this, you can contact us on apprenticeships@mmu.ac.uk

When you receive your login details, you will be able to log in through the OneFile website: <https://login.onefile.co.uk/>

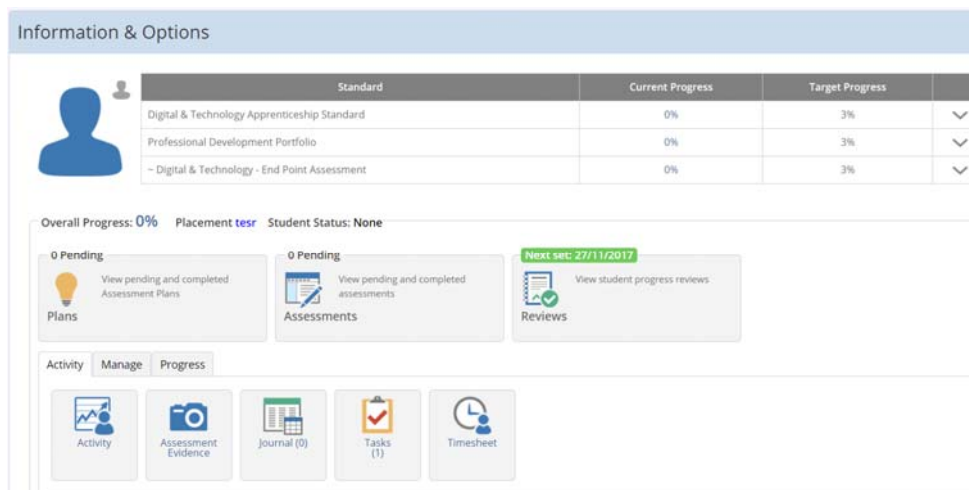
If you have forgotten your password, you can reset it from this page.

Once you have logged in, you may see some announcements highlighting updates to the product. The first time you log in, you will need to accept the terms and conditions of the product before you can proceed.



The Employer dashboard will be the first main screen you see. This allows you to edit your profile, set preferences, and gives you access to the OneFile Employer Handbook. At the top, you will see two drop down boxes – one for the cohort and one for the students. If you only have one or two apprentices, you can use the student drop down to select them. If you monitor a number of apprentices, or if you have a number across different years of the course, you might want to use the cohort dropdown to filter them down.

Selecting the name of an apprentice will take you to their profile page:



The top section of this page (as above) shows you a summary of their progress, and any pending plans, assessments or reviews. In the example above, you can see the next review has been set and the date is highlighted in green. This should allow you to see if your apprentice is on target.

The key points you might want to use on this section are:

- Activity – shows you when they have logged in and what they have done
- Assessment Evidence – shows you the documents they have been uploading as evidence
- Progress – see how far through the standard they have progressed and what still needs to be completed

We are also working on a form for marks, and a way of logging attendance records, which we hope to make available shortly.